



# City of Wenatchee Parks and Recreation

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PO Box 519 • Wenatchee, Washington 98801 • (509) 888-3284 • [www.wenatcheewa.gov](http://www.wenatcheewa.gov)

A Special Event Permit is required for gatherings of 200 or more persons, park use outside of normal hours, fair, show, concert, festival, carnival, rally, party, filming of a movie, video or television show, event with alcohol, or other attended entertainment or celebration that is to be held in whole or in part in a City park.

The Special Event Permit Application was developed to help ensure that all of our City parks remain beautiful and available for everyone to enjoy both now and into the future, and that neighborhoods are not adversely impacted from the Special Event occurring.

Please return the completed Special Event Permit Application and all supporting materials a minimum of 30 business days prior to the proposed event. Incomplete applications will not be considered.

Special Event Permit Application rates and charges are adopted by the Wenatchee City Council. Fees and deposits for the Special Event Permit are due at the time of application submittal. Payment may be made by cash or checks payable to the City of Wenatchee. Resident rates apply to those living within the City limits of Wenatchee.

## PERMIT FEES:

### Special Event Permit Application:

Resident: \$180

Non-Resident: \$198

Damage/Cleaning Deposit\*: \$500

### Alcoholic Beverage Area Permit:

Resident: \$100

Non-Resident: \$110

\* If additional cleaning is required, it is billed at \$160/hour. Repair of damage is billed on a time and materials basis.

The City reviews all requests and makes decisions to allow or not allow events based on the following criteria:

- The event has local ties and/or interest.
- The health, safety and risk to participants, the community and the City.
- The proposed event provides a direct benefit to the community.
- The overall impact on street access and closures.
- Consideration provided to the day and date of event to avoid conflicts with other activities.
- Availability of City resources.
- History of the event or event organizers.
- Approvals and support by other agencies.

**CITY OF WENATCHEE PARKS AND RECREATION DEPARTMENT  
SPECIAL EVENT PERMIT APPLICATION**

**EVENT CONTACT INFORMATION**

**ORGANIZATION/SPONSOR:** \_\_\_\_\_

**INDIVIDUAL APPLICANT NAME\*:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **EVENING PHONE:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

\* If the applicant is representing, but not an employee of the sponsoring organization, please provide a letter from the organization that provides authorization for the individual applicant to work on behalf of the organization and certifying that the applicant will be financially responsible for any costs or fees that may be imposed for the proposed special event.

**EVENT INFORMATION**

**NAME OF PROPOSED EVENT:** \_\_\_\_\_

**DESCRIPTION AND PURPOSE OF EVENT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>DAY (S):</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
<b>MONTH:</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>DATE(S):</b>	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31											

<b>TIME(S):</b>	Set Up	From: _____	To: _____
	Operation:	From: _____	To: _____
	Tear Down:	From: _____	To: _____

**LOCATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Rotary Park              | <input type="checkbox"/> Centennial Park |
| <input type="checkbox"/> Washington Park          | <input type="checkbox"/> Lincoln Park    |
| <input type="checkbox"/> Saddle Rock Natural Area | <input type="checkbox"/> Pioneer Park    |
| <input type="checkbox"/> Wenatchi Park            | <input type="checkbox"/> Memorial Park   |

**REQUIREMENTS**

Specific requirements for proposed events vary depending upon the size, scope and type of use. To help ensure the safety of participants and the success of events, the following requirements have been established. Please check all that apply and provide the additional information requested.

**PARTICIPATION:**

To meet State of Washington reporting requirements, please provide an estimate of the following:

- ☐ Total estimated attendance at the event: \_\_\_\_\_
- ☐ Total number of people that are traveling from more than 50 miles to attend the event: \_\_\_\_\_  
(Moses Lake, Pateros, Ephrata, Ellensburg, Cle Elum, Vantage or beyond)
- ☐ Total number of people that stayed overnight in paid accommodations: \_\_\_\_\_

**SITE PLAN:**

Provide a detailed map of the park that includes all of the proposed activities and elements of the event. This may include, but not be limited to: Locations of tents, food vendors, staging, fencing, emergency access routes, parking, portable restrooms, alcoholic beverage areas\*, inflatable play equipment, trash and recycling collection, first aid tent, and volunteer stations.

If the event plans of using private property to help satisfy permit requirements (such as event parking), provide a letter from the property owner indicating that you have permission to use their property. Show the location(s) on a map.

\* Alcoholic Beverage Areas (beer gardens, wine tastings etc.) require additional detail to be provided. Requirements may be found in the Alcoholic Beverage Area Permit Application.

**PARK USE REGULATIONS:**

Park rules and regulations are in effect during special events. It is the responsibility of the event organizer to review, adhere to and understand the rules governing the use of City owned park areas. The park rules and regulations are attached separately.

☐ I have read, understand, and agree to comply with the park use regulations.

**INFLATABLE PLAY EQUIPMENT:**

Inflatable Play Equipment Regulations were created to address the use of bounce houses, inflatable slides and other air-filled structures in City Park areas. While these structures are fun, they can pose a danger to children if used improperly.

Organizers proposing to use inflatable play equipment as part of their event must adhere to the policies contained in the Inflatable Equipment Regulations Form.

Does the proposed event include the use of inflatable play equipment?

☐ No ☐ Yes If yes, then complete and attach an Inflatable Equipment Regulations Form.

**PORTABLE RESTROOMS:**

For most special events that occur in park areas, the existing restrooms cannot serve the increased volume of use. For this reason, event organizers are required to supply portable restrooms for their event. The chart provided by the International Portable Sanitation Association (at right) is provided to help estimate the number of portable restrooms that will be required for the proposed special event. The Americans With Disabilities Act (ADA) requires that at least 25% of the total number of portable restrooms provided must be ADA accessible. The location of the portable restrooms must be indicated on the site map

	Total Hours of Event									
	1	2	3	4	5	6	7	8	9	10
Number of People	Number of Portable Restrooms									
0 - 500	2	2	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34

and placement of the restrooms on site must be coordinated with Park Maintenance staff prior to delivery. The amount of servicing required for the restrooms will vary, depending upon the estimated attendance, number of restrooms and length of event, however they should be maintained in a clean manner.

☐ Number of Standard Portable Restrooms: \_\_\_\_\_

☐ Number of ADA ACCESSIBLE Portable Restrooms: \_\_\_\_\_ (minimum of 25% of total)

☐ Total number of Portable Restrooms provided: \_\_\_\_\_

**ALCOHOLIC BEVERAGES:**

Alcoholic Beverage Area Regulations were created to address requests for alcohol use in association with events being held in City park areas where City Ordinance bans the consumption and sale of alcohol without an approved Special Event Permit. The Parks and Recreation Department will accept applications for Alcoholic Beverage Areas in the following park areas:

☐ Memorial Park ☐ Centennial Park

Only registered, nonprofit organizations will be considered for approval. These are groups organized and operated for charitable, religious, social, political, educational, civic, fraternal, athletic, or benevolent purposes.

In addition to completing this Special Event Permit application, organizations seeking permission to serve alcoholic beverages in a City park must also complete the Alcoholic Beverage Area Permit Application, provide all requested information, pay all associated fees and obtain a Special Occasion Permit from the State of Washington Liquor Control Board.

Does the proposed event include the provision of alcoholic beverages?

- ☐ No      ☐ Yes      If yes, then complete an Alcoholic Beverage Area Permit Application and attach all required documents.

#### **INSURANCE:**

At a minimum, the applicant shall secure and maintain a policy of general liability insurance with combined single limits of liability not less than \$1,000,000 each occurrence, \$1,000,000 general aggregate\*. The City of Wenatchee shall be named as an additional insured on this policy. Insurance is to be placed with issuers with a current A.M. Best rating of not less than A: VII (rating must be noted on certificate next to name of insurance company).

\* Additional coverage is required for events with alcoholic beverages. Coverage requirements are contained in the Alcoholic Beverage Area Permit Application.

- ☐ A copy of the endorsement page of the certificate of insurance is attached.

#### **GARBAGE/RECYCLING:**

The City of Wenatchee provides the existing park trash receptacles for general park use. Trash collection and disposal and the provision of any additional trash bags and receptacles/dumpsters are the responsibility of the event organizer. The size and quantity of trash receptacles will vary depending upon the location, duration of event, activities and estimated attendance. All trash must be removed from the park following at the conclusion of the event returning the park into the same condition as it was received. It is recommended that trash be monitored and removed as needed throughout the event to maintain the park area in a neat and clean manner.

In the case that food and beverages are being sold during the event, State law requires that vendors selling beverages in single-use aluminum, glass, or plastic bottles or cans provide recycling.

- ☐ Provide a trash control and recycling plan that describes the methods of trash and recycling collection; proposed number, size and location of receptacles/dumpsters and disposal.

#### **FOOD VENDORS:**

Vendors selling food in City park areas are required to have a current City Business License. Additional permitting from the Chelan Douglas Health District may be required depending upon the items being sold.

Does the proposed event include the sale of food or beverages?

- ☐ No      ☐ Yes      If yes, then provide a copy of the Chelan Douglas Health District Permit and a listing of the names, address and phone number of each vendor. Provide the City Business License number of each vendor if available.

#### **NEIGHBORHOOD NOTIFICATION:**

Because of the impacts large park events have on the surrounding neighborhoods, the event organizer must notify all neighbors within 200 feet of the park a minimum of four weeks prior to the event of the proposed event. This includes businesses. A map of the properties is available upon request. Notification should be in writing (email is acceptable). Attach copies of any communications, letters, flyers, signage, news releases or newspaper ads informing the neighborhood of the event and any impacts (traffic volumes, parking, detours, delays, closures, noise, etc.) that may affect them.

- ☐ I certify that I have contacted neighbors and/or abutting businesses of my event and have attached a copy of my notification to them.

**FIRST AID/EMERGENCY MEDICAL SERVICES:**

Depending upon the scope, time, size and attendance anticipated, special events may be required to have emergency medical services located on site during the event.

- ☐ Describe the plan and procedures to mitigate medical emergencies during the event. Include: The number of first aid kits and number of staff or volunteers certified in first aid and CPR on site during the event. Indicate the location of designated emergency access routes, first aid stations/tents on the site map.

**PRE-EVENT COORDINATION MEETINGS:**

Depending upon the scope and size of the event, pre-event coordination meetings with City staff and other affected agencies may be required. These meetings may occur 5 months, 2 months and one week prior to the event date and generally one hour or less in duration.

Please provide a list of possible dates and times that the event organizer is available for pre-event meetings.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**TRAFFIC AND PARKING PLAN:**

Most parking in City park areas is designed to accommodate regular, routine park uses. Traffic and parking from special events in parks can adversely impact the surrounding neighborhoods as visitors travel to these areas to park. Impacts range from private property accesses being blocked to streets becoming impassable to traffic. If you are proposing to utilize a City street for your event, you will need to apply for a right of way permit from the City of Wenatchee Public Works Department. The City of Wenatchee does not provide any equipment rentals or staff to place any equipment in event locations for traffic control. These expenses are the responsibility of the event organizer. Traffic monitors are required to wear personal protective safety equipment such as reflective vests.

- ☐ Provide detailed parking and traffic control with map showing placement of traffic monitors, number and location of ADA accessible spaces, location of maintenance and emergency vehicle access and parking. Provide any documentation pertaining to arrangements made with transportation agencies (such as LINK) and letters from other property owners granting use of their property for event parking

**SECURITY PLAN:**

Your security plan describes what you plan to do in the case of an emergency at your event. If your event is fenced, or has a fenced area (such as a beer garden) additional information is required regarding emergency exits, security guards etc. All security personnel shall wear clothing that conspicuously identifies them as security personnel, such as clothing displaying the words "SECURITY", "STAFF", or other similar designation in large contrasting letters. Requirements for uniformed off-duty public safety officers or contracted private security will be determined by the City and must be arranged by the event organizer. The cost of these services is the responsibility of the event organizer.

- ☐ Provide a security plan that describes the security measures that are proposed for the event. Include the number of trained security personnel, name and contact number for event security coordinator, name of the contracted security company (if applicable) and number of security volunteers.

**CONCERT REQUIREMENTS:**

One of the largest areas of complaints received about special events in parks is from noise from concerts. Events with amplified sound and concerts must adhere to City Noise Ordinance (WMC 6A.040). The portion of the code that restricts noise and applies to concerts or amplified sound includes: Loud and raucous, or frequent, repetitive, or continuous sounds created by musical instruments, audio sound systems, band sessions, or other devices capable of producing, amplifying, or reproducing sound which unreasonably disturbs or interferes with the peace, comfort and repose of another and can be clearly heard by a person of normal hearing at a distance of 50 feet or more from the property from which the sound originates. Yelling, shouting, hooting, whistling or singing on or near city streets, particularly between the hours of 11:00 p.m. and 7:00 a.m., or at any other time and place which unreasonably disturbs or interferes with the peace, comfort and repose of another. Music must conclude no later than 9:00 p.m. No refunds of event fees will be given in the case of cancellations due to noise.

Does the proposed event involve the use of amplified sound equipment?

- ☐ No      ☐ Yes If yes, then please attach a list of band name(s) and type of music for each and the name and contact information of the sound company.

#### **ANIMALS:**

Animals have the potential to cause damage to park areas and pose a risk to participants. By law (WMC 5.28.090), dogs are prohibited in Memorial Park during the Washington State Apple Blossom Festival.

Are animals a part of the proposed event?

- ☐ No      ☐ Yes If yes, then please provide a list of animals involved in the event including quantity. Indicate on the site map where they are proposed to be located.

#### **PYROTECHNIC DISPLAYS:**

A large segment of the community enjoys the display of fireworks, however in some cases, fireworks can also trigger negative reactions from individuals, returning Veterans and pets. Additional permitting from the Fire Chief and State and adherence to the regulations found in WMC 3.32.030 is required.

Are fireworks proposed to be part of the event?

- ☐ No      ☐ Yes If yes, then provide the name of the licensed pyrotechnic company. Participation in pre-event coordination meetings is required. Proof of notification of the community at large is required a minimum of 2 weeks prior to the event. The proposed location of the discharge and viewing area are to be indicated on the site map. Attach a copy of approved permitting

#### **CARNIVAL RIDES:**

Carnival rides can negatively cause damage to park property ranging from leaking hydraulic lines that burning grass to soil compaction and damaged irrigation from ride stabilizers. Rides must be self-contained and utilize no park electricity.

Are carnival rides proposed to be part of the event?

- ☐ No      ☐ Yes If yes, then provide the name of the carnival ride company, and the type, quantity and size of rides. Participation in pre-event coordination meetings is required. The location of the carnival rides are to be indicated on the site map. Additional permitting may be required.

#### **VEHICLES:**

City Code 6A.18.060 prohibits vehicles in park areas except during special circumstances to limit damage to park areas and reduce the risk to pedestrians.

Are vehicles proposed to be allowed in the park as part of the event?

- ☐ No      ☐ Yes If yes, then participation in pre-event coordination meetings is required. Park utilities and irrigation must be located and marked. Indicate the proposed routes of travel and proposed function of the vehicles (car display etc.) on the site map.

#### **ADDITIONAL PERMITS:**

Depending upon the nature and scope of the proposed event, additional permits may be required to conduct the event. These may include, but not be limited to: Chelan Douglas Health District, electrical inspections through State Labor & Industries, City Sign Permits, Right of Way Permits, etc.

Are additional permits required to conduct the event?

- ☐ No      ☐ Yes If yes, then provide copies of the permits.

## DOCUMENTATION OF VOLUNTEER/EVENT STAFF

Trained volunteers can be a great source of help in providing support services for your event.

Does your event plan on using volunteers to provide support services?

- ☐ No      ☐ Yes If yes, then provide information from the organization or group pledging the support of the event. This information needs to include the main contact's name, address and phone number, the number of volunteers expected to be at the event, training provided to volunteers, safety measures and where they will be stationed. Describe contingency plans in the event that volunteers fail to appear to support the event.

## AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS:

The ADA requires the City of Wenatchee to provide equitable access for people with disabilities. Applicants are expected to make every effort to follow ADA guidelines and provide and maintain access for people with disabilities. This may include providing a clear path of travel to and on sidewalks and to restrooms; designating parking and providing accessible options for viewing entertainments and accessing restrooms.

- ☐ Please describe measures that you will implement to provide accommodations for people with disabilities.

## CONDITIONS:

Permit approval may be conditioned upon complying with mitigation measures concerning, time, place, and manner of the event, provision of additional liability insurance and/or security, traffic control measures, sanitary facilities, food or alcohol permits or other requirements as deemed necessary by the City of Wenatchee to protect the safety of persons and property.

The Parks and Recreation Department reserves the right to deny approval of the permit application or cancel an approved permit for cause at any time.

## CANCELLATION:

If the applicant cancels the event:

- More than 7 days before the scheduled event there will be a full refund less the processing fee.
- Less than 7 days before the scheduled event, no refunds will be made.

If the City cancels your event:

- Due to natural catastrophe or other dangerous natural conditions to participants, you will receive a full refund or the event can be rescheduled to another date as available.
- Due to unsafe conditions created by event participants or failure to adhere to event conditions, no refunds will be made.

## FEES:

All permit fees and deposits must be paid at the time of application. A permit application will not be reviewed and facility reserved for an event until the fees have been paid in full. Payment of fees does not constitute permit approval. Fees are established annually by the City Council and are listed on the first page of the application packet. Other fees may also be assessed such as: fire, aid, public works and/or police services. Charges for extra cleanup required to restore the park to its original condition or to repair damage to the park caused by the event will be deducted from the damage/cleaning deposit and billed if necessary at the conclusion of the event. They shall be paid by the organizer within 30 days.

<input type="checkbox"/>	Special Event Permit Fee Attached:	\$ _____
<input type="checkbox"/>	Damage Cleaning Deposit Attached:	\$ _____
<input type="checkbox"/>	Alcoholic Beverage Area Permit Fee Attached:	\$ _____
	<b>TOTAL</b>	<b>\$ _____</b>

### **INDEMNIFICATION AGREEMENT**

The sponsor/authorized representative agrees to defend, indemnify and hold the City of Wenatchee, its appointed and elected officials, employees and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **AFFIDAVIT OF APPLICANT**

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct to the best of my knowledge. I also certify that I understand the policies governing the proposed activity and that this application is made subject to the policies and rules established by the City of Wenatchee.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

### **OFFICE USE ONLY**

#### **FEES:**

Special Event Permit Fee:	Amount Paid: _____	Date Paid: _____	Receipt Number: _____
Deposit:	Amount Paid: _____	Date Paid: _____	Receipt Number: _____
Alcoholic Beverage Area Permit Fee:	Amount Paid: _____	Date Paid: _____	Receipt Number: _____

#### **STATUS:**

☐ Approved  
☐ Approved with Conditions  
☐ Denied

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **ROUTING:**

☐ Public Works    ☐ Police    ☐ Fire    ☐ Link    ☐ DOT    ☐ Ambulance

APPROVAL/DENIAL LETTER SENT: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

POST EVENT NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPOSIT REFUNDED: AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_